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20 March 1970

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report  
16 - 20 March 1970

A. COURSES

<u>COURSES IN PROGRESS</u>	<u>DATE</u>	<u>STUDENTS</u>
Administrative Procedures	16 - 20 Mar.	11
Management	16 - 20 Mar.	30

B. ADMINISTRATIVE TRAINING

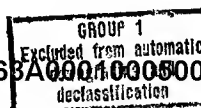
25X1A9a In keeping with our desire to assure relevancy in the Support School curriculum, Messrs. [REDACTED] met with [REDACTED] C/Support, Africa Division and his staff on Tuesday, 17 March 1970. The subject of the discussion was the substance of the Field Finance and Logistics Course with specific reference to the Property Accounting - Type II Accountability module. The question: Are the students over-trained by spending four days on this module when [REDACTED] overseas stations have Type III Accountability? To answer this question we are preparing a brief questionnaire which [REDACTED] will send out to all Africa Division overseas installations to be answered by recent graduates of the FF&L Course who are now working there. Further, if this exercise proves fruitful, we anticipate employing the same follow-up evaluative technique with WH and NE Divisions.

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*Director*

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C. MANAGEMENT TRAINING

1. GENERAL

The SUS/MT schedule for January-June 1971 has been drafted and coordinated with officials [REDACTED]  
[REDACTED]

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2. MANAGEMENT

a. In the present course there are 5 second-level supervisors (managers) and 17 first-line supervisors out of a total of 30. The balance of the class indicated that they do not have supervisory or managerial responsibilities at present. ✓

b. Individual write-ups of real managerial or supervisory problems were solicited from class members. Almost all of the items produced were concerned exclusively with "people problems".

3. COMPONENT TRAINING SURVEY

a. Short discussions were held with representatives of the offices of Commo, Finance, and Logistics. Additional copies of the "End of Course" Report Form have been sent to the Training Officers of each office.

b. Estimated time put on this Program by MT personnel this week: 2 hours.

4. AM(P)

Pre-work for Course #18, 5-10 April, has been sent to registrants.

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5. SMS(P)

We have forwarded to the Registrar the draft of the Bulletin announcement for both SMS(P) #4, 10-15 May, and SMS(P) #5, 21-26 June. The allocation of spaces is somewhat different from that of previous SMS(P)'s. [REDACTED] suggested reducing the CS allocation from the usual 20 to 15. We have done so and have distributed the 5 seats in the following fashion: 2 to the DDI; 2 to the DDS; and 1 to the DDS&T.

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[REDACTED]

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Chief, Support School  
Office of Training

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C/SUS/TR: [REDACTED];jmd/3356(20 Mar 70)

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